

WAYNESBORO BOROUGH AUTHORITY

JUNE 19, 2012

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 7:30 p.m. with the following in attendance:

Borough Authority Members – Christopher Snively, Jon Fleagle, Lee Layman and S. Allen Stine
(William Pflager was absent)

____Borough Staff – S. Leiter Pryor, Director of Borough Utilities
D. Lloyd Reichard, II, Authority Solicitor

APPROVE MINUTES: A minor change was made to the draft minutes of the May 22nd meeting. Allen Stine made a motion to approve the amended minutes. Lee Layman seconded; the motion passed unanimously.

UPDATE - SEWER PLANT UPGRADE: Authority members reviewed the site plan for the sewer plant upgrade project, and Leiter Pryor reported the following.

The contractor began work on the chemical building several months ago. Waterproofing has been placed around the subgrade portion of the building, and it is being backfilled and compacted now. Interior rooms need to be waterproofed, and some electrical work still needs to be done. The masons will then be on-site to complete the block walls, and the building's roof will be installed. The poured foundation and supports for the tanks have been completed. The plumbers have also been on-site to do interior plumbing, as well as some of the piping which needed to be run to the exterior of the walls prior to backfilling.

Work has also begun on the pump station, which is currently a 28' deep hole. They poured the base approximately two (2) weeks ago and began the walls last week.

Lastly, excavation work is being done for the denitrification building. They ran into a lot of utilities, but they are well below those now. A water line re-route was installed; and the disruption of service to the plant and golf course was minimized. Bacteriological test results were all fine, and the line is now back in service. For safety reasons, gas service to the site has been terminated at the meter set; and propane is temporarily being used to conduct lab analyses. Shoring was installed to stabilize the bank, and their next step is to do some exploratory drilling for the h-piles.

The original project schedule was discussed during a job meeting the previous week, and it was stressed that an updated schedule is required. Accommodations will be made for storing equipment that arrives before the contractor is ready to install it.

Leiter Pryor presented WBA members with revised revenue projections, and he recommended they consider a 10% rate increase at the beginning of 2013 ... but further discussion was held regarding implementing the increase in October so that the full effect could be felt in January. Actual figures will be reviewed again in September. WBA members agreed.

Jon Fleagle and Leiter Pryor will meet with a representative of Congressman Shuster's office regarding the possibility of a grant contribution for the project.

UPDATE - NORTH CHURCH STREET WATER MAIN: Scott Crum reported that Dennis Black Engineering has almost completed the field work for this project, and a set of drawings is available showing the existing features. He will review and mark those with the proposed plans and return them to Mr. Black for completion. Kevin Grubbs has confirmed with PENNDOT that the permit application and these drawings will be approved upon submission; and he anticipates that the Highway Occupancy Permit will be received by the end of July. Verbal confirmation has also been received that a state inspector will not be needed on-site for the job – Borough forces will be used. Discussion was held regarding the pros/cons for the use of 6" or 8" lines. Denny Benshoff is planning to begin work in mid-August. Leiter Pryor and Scott Crum will meet with he and Mike Benshoff to discuss any equipment and/or manpower needs.

UPDATE - MR. REHAB (I&I WORK): Scott Crum advised that he has received the paperwork from Mr. Rehab and is currently reviewing it. He noted it appears that the area they have been focusing on is where the most I & I seems to be. He will review the data more thoroughly and will report back on where additional work is required. Price quotes will then be obtained for grout work. Mr. Crum also suggested that manholes be checked for additional I & I. It was noted that there is still approximately \$15,000-\$18,000 in the budget for this work.

NORTHFIELD AVENUE SEWER PUMPING STATION: Leiter Pryor stated that he and Scott Crum discussed the feasibility of running a line down Sheffield Manor, which would be approximately 1500'. That would cost "significant money"; and a pump station could be installed for much less (as much of the work can be done in-house). Minimal engineering work will need to be done by Gannett Fleming in order to obtain a Water Quality - Part 1 Permit from DEP. The pump station would require a capacity to serve approximately 53 houses at 100 gallons per day (or 4 gpm). Preliminary cost estimates indicate the package pump station would cost around \$65,000. In comparison, a new line would involve holding negotiations with Washington Township to accept the line, obtaining rights-of-way with the developer, etc. Additional information will need to be provided so they can begin the preliminary design work, including inflow elevation, the number of units to be served, gallons per minute flowing into the plant, depth from the height up to the manhole, and the proposed size of the force meter. WBA members agreed to proceed with pursuing the matter.

UPDATED PROFESSIONAL SERVICES AGREEMENT FOR GENERAL ENGINEERING (GFE): Pursuant to discussions with Chairman Fleagle, Leiter Pryor reviewed several proposed changes to the agreement with Gannett Fleming –

- In the Terms of Payment, Gannett Fleming has agreed to "net 60".
- On page S-1 - Scope of Service, under General Engineering Services, Items A and B should be modified to include "upon WBA's request". Mr. Pryor explained that Gannett replied that that might cost more money in the long-run; because if a request is made, there may be a duplication of services when they need to re-visit the minutes. After further discussion, Leiter Pryor suggested the wording remain as it is, but he will request that they be more explicit with the billing descriptions.

Christopher Snively made a motion to authorize approval of the new Agreement for Professional Consulting Services with Gannett Fleming, as modified. Allen Stine seconded; the motion passed unanimously.

AT&T EQUIPMENT UPGRADE REQUEST: Mr. Pryor presented drawings of a proposed equipment upgrade request from AT&T (installation of a microwave dish on the side of the water tower). It was the consensus of the WBA that they should receive additional money for allowing the additional equipment to be installed. Mr. Pryor was instructed to respond that they would like to have an additional \$750/month and will need detailed information on the adhesive they plan to utilize.

SHENTEL EQUIPMENT UPGRADE REQUEST: Mr. Pryor presented a proposal from Shentel to relocate their existing equipment and add some antennas on top of the tank. Mr. Pryor has already advised that a structural analysis would be required, which they are currently working on. Their analysis should then be referred to Gannett Fleming for review (at Shentel's cost). Again, the WBA agreed that more details are needed (including the structural calculations), and an additional \$750/month.

MATERIAL MATTERS PROPOSAL - BIOSOLIDS PERMITTING: Mr. Pryor noted that he requested a competitive bid from Gannett Fleming for the biosolids permitting, however they stated they could not compete with Material Matters. Accordingly, he reviewed the proposal received from Material Matters (\$20,000) to permit an additional farm for biosolids application. It was noted that the first step in the process is to obtain an agreement from the property owner (it was suggested that negotiations take place for perpetuity). The entire permitting process will take several months. Lee Layman made a motion to proceed with obtaining a commitment letter from the property owner prior to contracting with Material Matters for the permitting process. Christopher Snively seconded; the motion passed unanimously.

RIGHT-OF-WAY AGREEMENT (WEDGEWOOD DRIVE): Lloyd Reichard reported that the Oyers have executed the right-of-way agreement required for the water line on Wedgewood Drive. Christopher Snively made a motion to authorize the Chairman to sign the agreement on the WBA's behalf. Allen Stine seconded; the motion passed unanimously.

PAY BILLS: Allen Stine made a motion to approve payment of the following requisitions --

Sewer Construction Fund Requisition #975 - Gannett Fleming Companies - \$669.90 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of March 24, 2012 through May 4, 2012

Sewer Construction Fund Requisition #976 - Gannett Fleming Companies - \$16,855.20 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of March 24, 2012 through May 4, 2012

Sewer Construction Fund Requisition #977 - Gannett Fleming Companies - \$9,975.33 - Construction Management related to WWTP Nutrient Upgrade Project for the period of March 24, 2012 through May 4, 2012

Sewer Construction Fund Requisition #978 - Kinsley Construction, Inc. - \$191,261.75 - Estimate No. 4 for Contract One (General Construction - Wastewater Treatment Plant Upgrade) for work performed up to and including May 31, 2012

Sewer Construction Fund Requisition #979 - Water Construction Fund (Acct. #10009444125) - \$21,014.00 - Reimbursement for the upgrades to the West Penn Sewer Pumping Station

Sewer Revenue Fund Requisition #SA-76 - Smith Elliott Kearns & Company - \$680.00 - Audit of financial statements and presentation of report thereon as of December 31, 2011 (less progress billings)

Sewer Revenue Fund Requisition #SA-77 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for July 1, 2012 to September 30, 2012

Sewer Revenue Fund Requisition #SA-78 - Sewer Construction Fund (Acct. #10009444083) - \$45,000.00 - Transfer 2011 Sewer Tap Fees

Water Construction Fund Requisition #WC-96 - Bitner Construction - \$578.00 - Balance Due on Installation of New Water Shed Roof on Wharf Road

Water Construction Fund Requisition #WC-97 - Dennis E. Black Engineering, Inc. - \$413.10 - Professional Services re: North Church Street Water System Improvement Project from March 31, 2012 to April 13, 2012

Water Construction Fund Requisition #WC-98 - Dennis E. Black Engineering, Inc. - \$5,804.19 - Professional Services re: North Church Street Water System Improvement Project from April 28, 2012 to May 11, 2012

Water Revenue Fund Requisition #12-15 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for July 1, 2012 to September 30, 2012

Water Revenue Fund Requisition #12-16 - Smith Elliott Kearns & Company - \$1,020.00 - Audit of financial statements and presentation of report thereon as of December 31, 2011 (less progress billings)

Water Revenue Fund Requisition #12-17 - Water Construction Fund (Acct. #10009444125) - \$70,181.00 - Transfer 2011 Water Tap Fees

Christopher Snively seconded; the motion passed unanimously.

The WBA went into an executive session at 9:08 p.m. and reconvened to regular session at 9:25 p.m.

Lee Layman made a motion to purchase two (2) trail cameras with mounting hardware for installation in areas of concern on the watershed. Allen Stine seconded; the motion passed unanimously.

Christopher Snively made a motion authorizing Leiter Pryor to draw down \$239,776.18 from the Susquehanna Bank line-of-credit for expenses related to the Sewer Treatment Plant Upgrade Project. Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 9:33 p.m. on a Stine/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant